



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
620 JOHN PAUL JONES CIRCLE SUITE 1100
PORTSMOUTH VA 23708-2103

Canc: Feb 03
NAVENVIRHLTHCENNOTE 1050
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NAVENVIRHLTHCEN NOTICE 1050

Subj: HOLIDAY LEAVE/LIBERTY POLICY FOR NAVY ENVIRONMENTAL
HEALTH CENTER

1. The policy for the 2002 Christmas and New Year's holiday period is:
 - a. The holiday leave period will be from 1630, 20 December 2002 through 0730, 06 January 2003. Directors are to ensure an adequate number of personnel are onboard to properly support the command's mission.
 - b. Military personnel, not on leave, will operate on a "Port/Starboard" liberty during the timeframe noted above. Leave and liberty cannot be combined. Absence from the command for a period longer than 96 hours is not authorized unless in a leave status. Directors are to ensure military staff members who are on leave/liberty are available upon recall.
 - c. Supervisors are encouraged to take full advantage of the liberal leave policy for civilians. Civil Service personnel desiring to take additional time off should submit leave requests to their supervisors as soon as possible. Early submission of leave requests is needed for planning purposes.

A handwritten signature in black ink, appearing to be "DS" or "D. M. Sack", is located below the text.

D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)
List V (All NAVENVIRHLTHCEN Personnel)